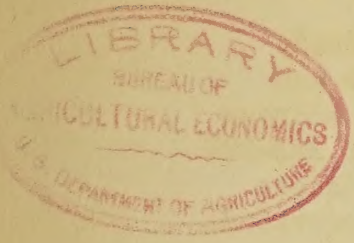


1.42
N755
SEP 22 1939



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING FARM
COMPUTATION SHEETS, APPLICATIONS FOR
PAYMENT, AND RELATED FORMS UNDER THE
1939 AGRICULTURAL CONSERVATION PROGRAM
IN THE STATES OF MISSOURI AND WISCONSIN

NCR-323 (I) is hereby amended as follows:

1. Part I - The definition of the term "LOT" is amended to read as follows:

2. LOT means all farm computation sheets or applications for payment, the farm numbers or serial numbers of which are listed on one sheet of RF-10.

2. Part II, Section A, ~~2nd paragraph~~ the third sentence thereof is amended to read as follows:

After Forms NCR-317 have been reconciled with the master office record form, prepare a 3" by 5" card for each person whose name appears in Section I, column (b) of NCR-317.

3. Part III, Section A, paragraph 2, item c, subitem (1), the last sentence thereof is amended to read as follows:

The rates of payment are \$0.008 for burley, \$0.0126 for dark air-cured, and \$0.01 for cigar filler and binder.

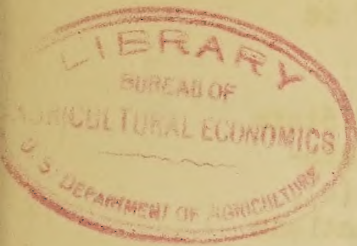
4. Part III, Section A, paragraph 2, item f, subitem (3) is amended to read as follows:

- (3) Obtain the entry for item 2(g) by adding to the entry in Section IV, item 5(h) of NCR-317 the circled entry, if any, in Section IV, item 4(h) of NCR-317.

5. Part III, Section A, paragraph 5, item f is amended to read as follows:

- f. If the applicant has filed ACP-69 and AAA-372 in the county office with respect to the same

farm, only the form first filed in the county office may be recognized. Print the name and address of the assignee, or the name and address of the governmental agency in whose favor AAA-372 is made, on line 15 below the name and address of the applicant and enter in the space provided, following the name and address of the assignee, the unpaid amount of the assignment on ACP-69 or AAA-372, whichever form is recognized. If a percentage entry appears on AAA-372 instead of an amount, enter such percentage on line 15 in the space for the amount of the assignment. If the applicant has not executed either ACP-69 or AAA-372 with respect to the farm, enter the word "None" on line 15 below the name and address of the applicant. Enter the word "None" on line 15 if the assignee has not signed in Section II of ACP-69, or if the assignment has been released by the assignee by signing in Section III thereof.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

1.42
N755
SEP 22 1939

INSTRUCTIONS RELATIVE TO HANDLING FARM
COMPUTATION SHEETS, APPLICATIONS FOR PAY-
MENT AND RELATED FORMS UNDER THE 1939
AGRICULTURAL CONSERVATION PROGRAM IN THE
STATES OF ILLINOIS, INDIANA, IOWA,
MICHIGAN, MINNESOTA, NEBRASKA, OHIO,
AND SOUTH DAKOTA.

NCR-323 (II) is hereby amended as follows:

1. Part I - The definition of the term "LOT" is amended to read as follows:

2. LOT means all farm computation sheets or applications for payment, the farm numbers or serial numbers of which are listed on one sheet of RF-10.

2. Part II, Section A, 2nd paragraph, the third sentence thereof is amended to read as follows:

After forms NCR-317 have been reconciled with the master office record form, prepare a 3" by 5" card for each person whose name appears in Section I, column (b) of NCR-317.

3. Part III, Section A, paragraph 1, the last sentence thereof is amended to read as follows:

Obtain such data from NCR-317.

4. Part III, Section A, paragraph 2, item c, subitem (1), the last sentence thereof is amended to read as follows:

The rates of payment are \$0.008 for burley, \$0.0126 for dark air-cured, and \$0.01 for cigar filler and binder.

5. Part III, Section A, paragraph 2, item f, subitem (3) is amended to read as follows:

- (3) Obtain the entry for item 2(g) by adding to the entry in Section IV, item 5(h) of NCR-317 the circled entry, if any, in Section IV, item 4(h) of NCR-317.

6. Part III, Section B, the first paragraph thereof is amended to read as follows:

If the word "Idle" has been entered below the State and county code and farm number, make no computations with respect to columns (b), (c), (d), (e), (f), and (g) of Section I, and make no computations with respect to column (h) of Section I if the farm is a general allotment farm, since no payment other than soil-building and restoration land payments will be made with respect to any farm which is idle in 1939.

7. Part III, Section B, paragraph 1, item c, subitem (4) is amended to read as follows:

(4) Obtain the entry for 7(d) as follows:

If one entry has been made in 6(d), enter in 7(d) the result obtained by multiplying 3(d) by \$0.018 in the case of dark air-cured and by \$0.02 in the case of burley and cigar filler and binder. If two entries have been made in 6(d), enter in the left half of 7(d) the result obtained by multiplying 3(d) by \$0.018 in the case of dark air-cured and by \$0.02 in the case of burley and cigar filler and binder, and enter to the right of such figure, separated by a dash, the result obtained by multiplying 3(d) by \$0.072 in the case of dark air-cured and by \$0.08 in the case of burley and cigar filler and binder.

8. Part III, Section B, paragraph 1, item e, subitem (2) is amended to read as follows:

(2) Obtain 4(f) by multiplying 3(f) by \$0.018.

9. Part III, Section B, paragraph 1, item e, subitem (5) is amended to read as follows:

(5) Obtain 7(f) by multiplying 3(f) by \$0.036.

10. Part III, Section B, paragraph 1, item f, subitem (2) is amended to read as follows:

(2) Obtain 6(g) by subtracting from 2(g) the larger of 1(g) and 3.0 acres.

11. Part III, Section B, paragraph 1, item g, subitem (2)

is amended to read as follows:

(2) Obtain 4(h) by multiplying 3(h) by \$0.99.

12. Part III, Section B, paragraph 1, item g, subitem (5) is amended to read as follows:

(5) Obtain 7(h) by multiplying 3(h) by \$7.20.

13. Part III, Section B, paragraph 4, item d is amended by adding the following new subitem (9) and by renumbering old subitems (9), (10), (11), (12), (13), (14), (15), (16), (17), (18), (19), and (20) as subitems (10), (11), (12), (13), (14), (15), (16), (17), (18), (19), (20), and (21):

(9) Obtain 10(d), 19(f), and 10(g), 10(i), 10(j), and 10(l) by adding the entries on lines 1 to 9, inclusive, in such columns.

14. Part IV, the second paragraph thereof is amended to read as follows:

In preparing applications for payment for persons who are indebted to the United States Government or who have assigned all or a part of their payment on ACP-69 or AAA-372, data for set-offs and assignments shall be entered in the following order:

1. Grants of aid.
2. Crop insurance advances.
3. Overpayments under agricultural conservation programs.
4. Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment payments.
5. Overpayments under sugar beet programs.
6. Overpayments under commodity contracts.
7. Indebtedness to Commodity Credit Corporation.
8. Indebtedness to Farm Security Administration.
9. Indebtedness to Farm Credit Administration.
10. Assignment on ACP-69 or Voluntary Request for Set-Off, AAA-372, whichever is filed first in the county office.
(It would not be necessary to have Part II of ACP-69

completed for ACP-69 to have priority over AAA-372 if ACP-69 was filed prior to AAA-372.)

15. Part IV, Section A, paragraph 1, item e, subitem (1) is amended to read as follows:

- (1) Before the entries, if any, may be made in Section IV, items 3, 4, and 5, it will be necessary that a determination be made whether the applicant is indebted to the United States Government and whether he has assigned part or all of his payment on ACP-69 or AAA-372. To determine whether the applicant is indebted to the United States Government, check the serial number of the application against RF-7. If the serial number of the application has been circled on RF-7, attach to the application the RF-12 prepared for the debtor. If the applicant has executed ACP-69 or AAA-372, attach whichever form is to be recognized to the application. If RF-2 has been prepared for the applicant, attach such RF-2 to the application. Make no entries on the application with respect to an ACP-69 if Section II thereof has not been signed by the assignee or if the assignee has released the assignment by signing in Section III thereof.

16. Part IV, Section A, paragraph 1, item e, subitem (2)(b) is amended to read as follows:

- (b) If an assignment was made on ACP-69 or AAA-372 print the name and address of the assignee and enter after the name of the assignee, preceded by a comma, the word "Assignee," i.e., "John Doe, Assignee" or "Commodity Credit Corporation, Assignee."

17. Part IV, Section A, paragraph 1, item e, subitem (3) is amended by adding at the end thereof the following:

If an entry is to be made in column (b) from AAA-372, and the assignment is expressed as a percentage of the net payment, enter such percentage in column (b) in the box marked "XXX" immediately below the space where the assignment would otherwise be entered.

18. Part IV, Section A, paragraph 2, item c, subitem (3) is amended to read as follows:

- (3) If the applicant has made an assignment with respect to the farm on Form ACP-69 or AAA-372, print in item 2 the name and address of the assignee. Enter in the space provided in item 2 below the "Deduction" block, the amount of the unpaid assignment. If this item is expressed as a percentage of the net payment on AAA-372, enter such percentage following the name and address of the assignee. Make no entries on the application with respect to an ACP-69 if Section II thereof has not been signed by the assignee or if the assignee has released the assignment by signing in Section III thereof.

19. Part IV, Section A, paragraph 4, item c, subitem (4) is amended by adding at the end thereof the following:

If a percentage entry has been entered in Section III, item 2 of NCR-327 following the name and address of the assignee, enter such percentage entry in column (g) following the name and address of the assignee. No entry will be made in column (e) in such case.

20. Part IV, Section B, paragraph 1, item a is amended by adding at the end thereof the following:

If a percentage entry has been made in column (b) immediately below the space for the amount of an assignment, multiply such percentage by the entry in item 2(c) and enter the result in column (b) opposite the name of the assignee.

21. Part IV, Section B, paragraph 2, item g is amended to read as follows:

- g. If no entries for set-offs have been made in items 4(c), 5(c), and 6(c) and the names of assignees have been entered in column (g), proceed as follows:

22. Part IV, Section B, paragraph 2, item g, subitem (1) is amended by adding at the end thereof the following:

If a percentage entry has been entered in column (g) following the name and address of the assignee, and no amount has been entered on the same line in column (e), multiply such percentage by the entry in column (d) and enter the result in column (e).

23. Part IV, Section B, paragraph 2, item h is amended to read as follows:

- h. If entries for set-offs have been made in items 4(c), 5(c), and 6(c) and the names of assignees have been entered in column (g), proceed as follows:

24. Part IV, Section B, paragraph 2, item h, subitem (1) is amended by adding at the end thereof the following:

If a percentage entry has been entered in column (g) following the name and address of the assignee, and no amount has been entered on the same line in column (c), multiply such percentage by the entry in column (d) and enter the result in column (e).

25. Part IV, Section B, paragraph 5, is amended to read as follows:

- 5. Remove from Forms NCR-326 and NCR-327A any Forms ACP-69, AAA-372, and RF-12 attached thereto and return them to the proper files in the county office.